

Sick and Safe Leave Timekeeping Reporting

Montgomery County's Earned Sick and Safe Law is effective October 1, 2016. Regular and Temporary employees must record time differently.

REGULAR Employees: Do not earn Sick and Safe Leave, but must use a Reason Code to designate Sick and Safe Leave qualifying absences using the following leave types.

Pay Codes:

Sick Leave Sick Leave - Unscheduled Family Sick Leave* Family Sick Leave - Unscheduled* PTO - Paid Time Off (if applicable) Leave without Pay (LWOP)

Note: Sick and Safe Leave expands the definition a Family Member. An employee may use up to 80 hours of the 120 Family Sick Leave Hours for Sick and Safe leave purposes in a leave year.

Leave Accrual Categories

	TOTALS & SCHEDULE	P	CCRUALS	AUD	tTS .			
	Accrual Profile FT PT EMPLOYEES							
	Accrual Code	A	Balance Selected (Units			
	ANNUAL LEAVE		153.58		Hour			
	COMP LEAVE		79.0		Hour			
	COMP LEAVE SUPP		0.0		Hour			
	FMLA		0.0		Hour			
	MCGEO SLB		0.0		Hour			
٩	PAID TIME OFF		0.0		Hour			
	PARENTAL		0.0		Hour			
	PERSONAL DAY		1.0		Day			
	RELIGIOUS LEAVE		0.0		Hour			
	SICK AND SAFE LEAVE		0.0	_	Hour			
9	SICK LEAVE		291.68	<u>ک</u>	Hour			

Timecard reporting should be recorded in the following manner:

<u>Step 1</u>) First indicate the appropriate Leave Code: *Sick Leave / Family Sick Leave / Paid Time Off (PTO)* or *Leave Without Pay (LWOP*)

Step 2) Add Reason Code: SICKSAFE to the transfer section.

Week starting: Sun 7/08											
		Pay Code	Transfer	Sun 7/08	Mon 7/09	Tue 7/10	Wed 7/11				
X	₽	Hours Worked ▼			8.0		8	3.0			
(X)	±,	Sick Leave ▼	////SICKSAFE// ▼			8.0					
					8.0	8.0	8	3.0			

(For help on how to Search for a Reason Code, See: Employee Tasks Job Aid)

Step 3) Add Provisioned FMLA and/or PARENTAL tracking codes (if applicable)

Step 4) Save timecard



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TEMPORARY Employees: Earn one hour of Sick and Safe Leave for every 30 hours worked.

Pay Codes:

Sick and Safe Leave

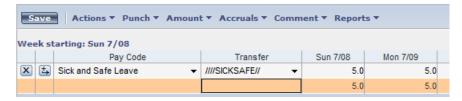
Leave Accrual Categories



Timecard reporting should be recorded in the following manner:

Step 1) Select the Leave Code: Sick and Safe Leave

Step 2) Search and Add Reason Code: SICKSAFE to the transfer section.



(For help on how to Search for a Reason Code, See: Employee Tasks Job Aid)

Step 3) Save timecard

Review Page 3 for tips on how to monitor Sick and Safe Leave compliance.



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Sick and Safe Leave Compliance Tips:

Note: A temporary or seasonal employee may carry over up to 56 hours of sick and safe leave and may use up to 80 hours of sick and safe leave in a leave year. The carry over process is automated. Managers must monitor year to date Sick and Safe Leave usage, and determine if a temporary employee has used more than 80 hours of Sick and Safe Leave.

Use the Leave Used Genie.

In the Show field, select the HyperFind: _Temporary Employees; In the Time Period field, select Range of Dates for the Leave Year

- Sort the Sick and Safe Leave Column with the highest amount top
- Reduce pay period Sick and Safe Leave for anyone over 80 hours



Note: The intent of sick and safe leave is to replace earnings to a temporary or seasonal employee who is unable to work. The Sick and Safe Leave should not be applied to a timecard to cause an employee to exceed more than 40 hours toward schedule in a week. Excess Hours for Temporary Employees should be avoided, when possible.

Use the Check Overtime Genie.

In the Show field, select the HyperFind: _Temporary Employees; In the Time Period field, select the appropriate Pay Period or Range of Dates

Review Timecards of Temporary Employees for use of Sick and Safe Leave

· Reduce pay period Sick and Safe Leave, as appropriate.

